

REQUEST FOR BID PROPOSALS

Proposal for service and monitoring of security system

GENERAL INFORMATION:

RFP Issue Date: Friday, March 12, 2004

Proposal Number: RFP security – 2004 - 2007

Deadline for Bid Submission: Wednesday, April 14, 2004 at 9:30 AM

Date of Bid Opening: Wednesday, April 14, 2004 Time of Bid Opening: 10:00 AM

Bids must be received at the New Hampshire State Liquor Commission Main Office before 9:30 a.m. on Wednesday April 14, 2004. Bids received after this time will **NOT** be accepted.

Bids must be made on the enclosed bid form and must be typed or clearly printed in ink, and signed. Corrections must be initialed.

Bids that are not complete or are unsigned will not be considered.

Faxed Bids will **NOT** be accepted.

Bids will be made public at the time of the opening. Bid results will not be given by telephone and shall be given by mail only if requested in writing and accompanied by a self-addressed, stamped business-size envelope.

PLEASE NOTE: For bid opening return:

Return the Completed Bid Package with the **"Bidder's Response"** sheet signed and completed, and all attached documents as requested are enclosed in a sealed manila envelope with the following indicated on the exterior of the envelope:

"Proposal for Security 50 Storrs Street, Concord, NH --- RFP – Security 2004"

PLEASE DIRECT ANY QUESTIONS REGARDING THIS PROPOSAL TO: Thomas Smith, Maintenance Engineer, PHONE: 271-1710

PROPOSAL FOR: Proposal for Service and Monitoring of Security System

Unless specifically deleted by the N.H. State Liquor Commission, the following General Terms and Conditions apply to this Proposal and any resulting Contract.

GENERAL CONDITIONS FOR BIDDING AND CONTRACTS FOR MATERIALS, EQUIPMENT AND SUPPLIES

NATURE OF PROPOSAL AND ELIGIBILITY TO BID.

The proposal is submitted in accordance with Chapter 21-1 and Chapter 8, and rules promulgated thereunder, and constitutes a firm and binding offer. The determination of whether a bid proposal may be withdrawn is solely at the discretion of the N.H. State Liquor Commission. However, in no event shall a proposal be withdrawn unless the request for withdrawal is filed within five days of the date of bid opening, and the bidder establishes that the bid contains a material mistake, and that the mistake occurred despite the exercise of reasonable care.

Proposals may be Issued only by the N.H. State Liquor Commission to authorized vendors and are not transferable.

SAMPLES AND DEMONSTRATIONS. When samples are required they must be submitted free of costs and will not be returned.

Items left for demonstrations purposes shall be delivered and installed free of charge and shall be removed by the vendor at no cost to the State. Said demonstrations units shall not be offered to the State as new equipment.

BIDS. Bids must be received at the N.H. Liquor Commission before the date and time specified for the opening. Bids must be made on the official bid proposal and must be typed or clearly printed in ink. Corrections must be initialed. Bids are to be made less Federal Excise Tax and no charge for handling. Bids that are not complete or unsigned will not be considered.

Bids will be made public at the time of the opening and may be reviewed, only after they have been properly recorded. Bid results will not be given by telephone and shall be given by mail only if requested in writing and accompanied by a self-addressed, stamped business-size envelope.

SPECIFICATIONS. Vendors must bid on items as specified. Any proposed changes must be detailed in writing and received at the N.H. Liquor Commission at least five (5) days prior to the bid opening. Vendors shall be notified in writing if any changes to bid specifications are made. Verbal agreements or instructions from any source are not authorized.

AWARD. The award will be made to the responsible bidder meeting specifications at the lowest cost unless other criteria are noted in the proposal. Unless other criteria are noted in the proposal, the award may be made by individual items. The State reserves the right to reject any or all bids or any part thereof.

If there is a discrepancy between the unit price and the extension, the unit price will prevail.

When identical low bids are received with respect to price, award will be made by drawn lot.

Discounts will not be considered in making award but may be offered on the invoice for earlier payment and will be applicable on the date of completion of delivery or receipt of invoice, whichever is later. On orders specifying split delivers, discounts will apply on the basis of each delivery or receipt of invoice, whichever is later.

DELIVERY. If the vendor fails to furnish items and/or service in accordance with all requirements, including deliver, the State may re-purchase similar items from any other source without competitive bidding, and the original vendor may be liable to the State for any excess costs. If a vendor is unable to complete delivery by the date specified, he must contact the using agency. However, the agency is not required to accept a delay to the original delivery date. All delivers are subject to inspection and receiving procedure rules as established by the State of New Hampshire. Deliveries are not considered accepted until compliance with theses rules has been established State personnel signatures on shipping documents shall signify only the receipt of shipment.

INVOICING. All invoices must be in triplicate showing Order number, Unit and Extension Prices and Discounts Allowed. A separate invoice shall be submitted for each order. Unless otherwise noted on the proposal or purchase order, payment will not be due until thirty (30) days after all services have been completed, or all items have been delivered, inspected and accepted or the invoice has been received at the agency business office, whichever is later.

PATENT INFRINGEMENT: Any bidder who has reason to believe that any other bidder will violate a patent should such bidder be awarded the contract shall set forth in writing, prior to the date and time of bid opening, the grounds for his belief and a detailed description of the patent.

ASSIGNMENT PROVISION. The bidder/vendor hereby agrees that it will assign all causes of action that it may acquire under the antitrust laws of New Hampshire and the United States as the result of conspiracies, combinations, or contracts in restraint of trade which affect the price of goods or services obtained by the State under this contract if so requested by the State of New Hampshire.

TOXIC SUBSTANCES. In compliance with RSA 277-A known as the Workers Right to Know Act, the vendor shall provide Material Safety Data Sheets with the delivery of any and all products covered by said law.

SPECIFICATION COMPLIANCE. The vendor may be required to supply proof of compliance with bid specifications. When requested, the vendor must immediately supply the N.H. State Liquor Commission with certified test results or certificates of compliance. When none are available, the State may require independent laboratory testing. All costs for such testing, certified test results or certificate of compliance shall be the responsibility of the vendor.

FORM OF CONTRACT. The terms and conditions set forth on the following pages are part of the proposal and will apply to any contract awarded the bidder unless specific exceptions are taken and accepted by the N.H. State Liquor Commission.

OFFER. The undersigned hereby offers to sell to the State of New Hampshire the commodities or services indicated in the following page(s) of this Proposal at the price(s) quoted in complete accordance with all conditions of this Proposal.

Bidder: _____

Address: _____

Telephone #: _____

Fax #: _____

By: _____

**THIS BID IS NOT VALID UNLESS SIGNED BY A PERSON
AUTHORIZED TO LEGALLY BIND THE BIDDER.**

Type or Print Name and Title

EXHIBIT A - PART ONE
SCOPE OF SERVICES (cont'd.)

A. Scope Of Services:

1. The State of New Hampshire Liquor Commission proposes to enter into an agreement with a contractor to provide 24 hour, 7 day a week security system maintenance, monitoring and fire alarm testing at the locations listed in Exhibit A – Part Two. The listing of stores provided within is subject to change, if at any time a store is closed, opened, or relocated, they shall be considered part of this contract.

THIS PROJECT CONSISTS OF FURNISHING ALL MATERIALS, EQUIPMENT, LABOR AND TRANSPORTATION NECESSARY TO PROVIDE SECURITY SYSTEM MAINTENANCE AND MONITORING AT THE ABOVE LISTED AREAS AS DESCRIBED HEREIN.

2. The purpose of this proposal is to provide the State of New Hampshire with testing and twenty four hour Service for seventy four (74) burglar/access systems, (1) Westinghouse card access system, nine (11) fire alarm systems and service for three (3) closed circuit video systems and twenty four hour monitoring for seventy four (74) facilities as described below and listed in Exhibit A – Part Two herein.
3. Business Hours: Normal hours are considered to be 8:00 AM to 5:00 PM, Monday through Friday.
4. The Contractor shall provide Twenty-four hour maintenance, parts and labor **on all system components. The contractor is required to repair or replace any defective components to maintain the systems in proper operating condition.**
5. The Contract must be able to support the existing Keri System software and (1) Westinghouse card access system. The Contractor agrees to provide upgrades as they become available, implementation will be determined by the Commission.
6. The Contractor must be capable of issuing an unlimited amount of pass cards within 24 hours of their request and have the ability to delete security pass cards and codes immediately upon request.
7. Service shall encompass all facilities and equipment necessary to implement the desired operations. The Contractor shall be required to coordinate all activities with prior contractors in order to maintain a smooth transition of service.
8. The Contractor shall maintain or have readily available spare parts and properly trained personnel to support the equipment throughout the duration of the contract.
9. The Contractor shall give a representative of the Liquor Commission remote access to make updates to all the locations involved.
10. The Contractor shall be available during normal business hours for service issues to include, but is not limited to; adding, changing or modifying users, such as changing employee assignment or supervisor territories, store hours/schedules. troubleshooting problems such as why an alarm will not arm or disarm.
11. The Contractor shall make service available twenty (24) hours per day, seven (7) days per week. **Contractors shall perform all their own maintenance. Sub Contractor's will only be allowed upon receiving written approval in advance from the Contracting Officer. The Contractor must provide a list of proposed sub contractor' that they plan to utilize with this bid. Said sub contractors must meet the minimum experience requirements as detailed herein.**
12. **The Contractor shall, in performing the services as described herein, utilize technicians skilled in the service of the described systems. The Contractor shall have in his/her employment a sufficient number of trained technicians so that all service calls are answered promptly. The Contractor shall respond to the State by telephone to all service calls within five minutes of report of occurrence. The Contractor shall physically respond to the site within two (2) hours after report of occurrence except Coos County. Coos County acceptable response time is three (3) hours.**

EXHIBIT A - PART ONE

SCOPE OF SERVICES (cont'd.)

13. The State reserves the right to require the Contractor to train, counsel or reassigning any employee whose actions or appearance is not consistent with the standards of the State and in the best interest of the customers utilizing the Contractor services.
14. The Contractor shall provide employee picture identification badges identifying the company name and each employee servicing the State account. All contract employees, while servicing the State, shall wear the identification badge.
15. **Upon arrival at the site the Contractor shall sign in with the manager of the store or person in charge and after each scheduled or emergency call, before leaving the job site present a written summary of the work performed and obtain the State's signature thereon. (time of day must be written in and manager must initial at time of arrival and again at time of departure)**
16. The Contractor shall provide only replacement parts that are new and of the same quality and brand name as that being replaced. Substitutions will be permitted only with prior authorization of the contracting officer or his designated representative.
17. All repair services shall be conducted in full compliance with all specified standards in a manner equal to or better than the normal safety and security procedures and standards established by the State, and at no time shall state facilities or its occupants be placed in jeopardy.
18. All work must be performed in such a manner as not to inconvenience building occupants. The Contractor shall determine the State's normal working conditions and activities in progress and shall conduct the work in the least disruptive manner.
19. The State shall be responsible to provide reasonable means of access to all equipment covered by this agreement and promptly notify the Contractor of any malfunction in the system(s) which comes to the State's attention.
20. The Contractor shall secure and pay for all permits, inspections and licenses necessary for the execution of his work.
21. The Contractor shall do all the work and furnish all the materials, tools, equipment and safety devices necessary to perform in the manner within the time specified. The Contractor shall complete the entire work to the satisfaction of the State and in accordance with the specifications herein mentioned, at the price herein agreed upon. All the work, labor, and equipment to be done and furnished under this contract, shall be done and finished strictly pursuant to, and in conformity with the specifications described herein and any directions of the State representatives as given from time to time during the progress of the work, under the terms of this contract.
22. The Contractor shall conduct his work so as to interfere as little as possible with State business. He shall at his own expense, wherever necessary or required, furnish safety devices and take such other precautions as may be necessary to protect life and property.
23. The Contractor shall bear all losses resulting to him or to the Owner on account of the amount or character of the work, or because of the nature of the area in or on which the work being done is different from what was estimated or expected, or account of the weather, elements or other causes.
24. Unsatisfactory response to any or all of the listed services or requirements will be a basis for immediate termination of the contract.
25. The Liquor Commission reserves the right to terminate this contract at any given time with a 30 day written notice.
26. The fire alarm maintenance and testing services to be performed as described above shall consist of the following:
 - a. Twenty-four hour service, parts and labor on all system components. Semi - Annual fire alarm inspections consisting of 50% detector activation, relay operation and all interlocks i.e. elevators, air handlers, etc. audible testing and communication to central station verification. **Said tests to be conducted on week days between 8:00 A.M. and 5:00 P.M.** Semi-Annual tests shall be performed so that all initiating devices are tested at least once in a calendar year. **This is a service contract. The contractor is required to repair or replace**

EXHIBIT A - PART ONE

SCOPE OF SERVICES (cont'd.)

any defective components to maintain the systems in proper operating condition. System components shall include any and all back up batteries. Requests to repair or replace shall be approved in advance by the Contracting Officer prior to any actual work being performed by the Contractor.

- b. The Contractor shall be responsible to provide a proposed schedule for semi-annual testing to the State a minimum of two weeks (10 working days) before the actual inspections occur. The Contractor shall have in their employ a sufficient number of trained technicians so that semi-annual inspections are completed on time as scheduled. **Any fire alarm equipment found to be defective from these inspections must be repaired within two working days. Any work over \$250.00 requires a written estimate prior to scheduling the work.**
 - c. Regular Maintenance, (Monday through Friday, 8:00 AM – 5:00 PM), parts and labor on all fire alarm panel system components. Semi annual fire alarm inspections (testing) consisting of 50% detector activation, relay operation and all interlocks i.e. elevators, air handlers, etc. audible testing and communication to central station verification. **Said tests to be conducted on weekdays between 8:00 A.M. and 5:00 P.M.** Semi-Annual tests shall be performed so that all initiating devices are tested at least once in a calendar year. **The Contractor is required to repair or replace any defective components to maintain the systems in proper operating condition. System components shall include any and all back up batteries. The Contractor is required to repair or replace any defective components in the main fire panel including any and all batteries. Defective peripheral units such as smoke detectors, heat detectors, pull stations, light / horn units shall be repaired and or replaced. Requests to repair or replace said peripheral units shall be approved in advance by the Contracting Officer prior to any actual work being performed by the Contractor.**
 - d. All fire alarm system testing and maintenance service shall be accomplished as required by National Fire Alarm Code (NFPA 72, Chapter 7), manufacturer recommendations and any state or local fire codes.
 - e. Prospective Contractors must be able to demonstrate their ability to perform smoke detector sensitivity testing as required by NFPA 72, Chapter 7.3.2.1. Failure to meet this requirement may be grounds for bid rejection; In addition, the Contractor shall be responsible to clean all smoke detectors as required by NFPA 72, Chapter 7.
 - f. The Contractor shall be responsible to provide a proposed schedule for semi-annual testing to the State a minimum of two weeks (10 working days) before the actual inspections occur. The Contractor shall have in their employ a sufficient number of trained technicians so that semi-annual inspections are completed on time as scheduled. If the Contractor fails to respond within fifteen minutes to the first scheduled appointment, the State reserves the right to charge the Contractor \$20.00 per hour in increments of fifteen minutes if the Contractor does not respond as detailed above. These charges will be deducted from payments that are due the Contractor. **Any fire alarm equipment found to be defective from these inspections must be repaired within five (5) working days.**
27. The burglar alarm access system maintenance services to be performed as described above shall consist of the following:
- a. Twenty-four hour service, parts, and labor on all system components. Annual inspection and testing consisting of 100% sensor activation and communication to central station verification. **Said tests to be conducted on weekdays between 8:00 A.M. and 5:00 P.M.** All devices shall be tested a minimum of once during a calendar year. **This is a service contract. The contractor is required to repair or replace any defective components to maintain the systems in proper operating condition. System components shall include any and all back up batteries.**
 - b. **Any work over \$250.00 requires a written estimate prior to scheduling the work.**
28. The closed circuit video maintenance services to be performed as described above shall consist of the following:

EXHIBIT A - PART ONE

SCOPE OF SERVICES (cont'd.)

- a. Regular maintenance (Monday through Friday, 8:00 AM to 5:00 PM), parts and labor **on all system components**. Semi-Annual system inspection and testing. Cleaning and adjusting of all system components including video recording equipment. **Said tests and inspections to be conducted on weekdays between 8:00 AM and 5:00 PM. This is a service contract. The contractor is required to repair or replace any defective components to maintain the systems in proper operating condition.**
 - b. **Any work over \$250.00 requires a written estimate prior to scheduling the work.**
29. The monitoring services to be performed as described above shall consist of the following:
- a. Twenty-four hour monitoring and dispatching services from a U.L. approved central station. The central station must have been in business for a minimum of five (5) years and must have passed a minimum of two consecutive U.L. inspections. Said central station must be staffed by a minimum of two properly trained employees, 24 hours per day, 365 days per year. Said central station must be capable of providing radio or cellular backup.
 - b. The central station monitoring services shall comply with all current local and national codes including but not limited to NFPA 71, commonly referred to as the "central station standard", NFPA 72 and as detailed in the *Fire Alarm Signaling Systems Handbook* published by the National Fire Protection Association, Quincy, MA 1987.
 - c. **The central station must be capable of calling several State contract personnel when alarms occur. Failure to comply with this requirement will be grounds for default.**
 - d. The central station shall compile and retain an accurate list of call back employees for each location.
 - e. The approved central station must be able to supervise opening and closing signals of burglar alarms. Provide opening and closing tracking reports electronically every week, which shall include: the date and time, the location, was it opened/closed, by whom and any activity. Also, provide daily reports of any alarm signals consisting of the time of alarm, name of the person notified and the cause of the alarm if known. Other reports may be added as the need arises.
 - f. The central station shall provide monthly trouble reports summarizing activities for the previous month's reports. The Contractor must meet with the State either in person or via telephone conference call regarding corrective actions and trouble resolution upon request.
30. Pre-Proposal Conference: A meeting will be held at the New Hampshire State Liquor Commission at 50 Storrs Street, Concord, New Hampshire, Friday, April 2, 2004 at 9:00am. The purpose of this meeting is to allow potential Bidders an opportunity to present questions or concerns and obtain clarification relative to any facet of this RFP. Bidder's attendance is limited to two people.

B. INVOICING:

1. The contractor shall invoice the State with twelve (12) equal installments **for monitoring services**.
2. All other invoices must include detail of work performed, dates and location of service and prices. Please include one original invoice and one copy. Payment will not be due until thirty (30) days after the invoice has been received at the New Hampshire State Liquor Commission business office.
3. Payment may be withheld if work is not performed as described under SCOPE OF SERVICES, and the immediate termination of this contract could occur.
4. A check will be issued through the State Treasurer and forwarded to the Vendor within fourteen (14) days after processing begins at the agency level. Payments will be for only what has been agreed to in the RFP. The State of New Hampshire Liquor Commission does not pay late charges or interest.

EXHIBIT A - PART ONE
SCOPE OF SERVICES (cont'd.)

C. INSURANCE:

1. The bidders shall furnish to the Contracting Officer, prior to the start of any work, insurance certificates for comprehensive general liability, automobile liability and worker's compensation in accordance with the following:
 - a. Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per incident; and
 - b. Fire and extended coverage insurance covering all property which has been received from the State or purchased with funds provided for that purpose under this agreement.
 - c. The policies shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modifications of the policy earlier than 10 days after written notice thereof has been received by the State.

D. BIDS

1. If sub contractors are to be utilized, please include information regarding the proposed subcontractors including the name of the company, their address and three references with contact personnel for each sub-contractor.
2. Bidders shall take careful note that only material contained in their proposal shall be criteria for contract award consideration. Bids should encompass all criteria set forth in this RFP.
3. Bids will be made public at the time of the opening and may be reviewed, only after they have been properly recorded. Bid results will not be given by telephone and shall only be given by mail only if requested in writing and accompanied by a self-addressed, stamped business size envelope.
4. The time and effort expended in bid preparation is entirely the responsibility of the bidder.
5. Before submitting a bid, each vendor is encouraged to visit the sites and be familiar with the equipment and pertinent local conditions, such as location, accessibility and general character of the buildings. The act of submitting a bid is to be considered full acknowledgement that the vendor has inspected the sites and is familiar with the conditions and requirements of these specifications. Arrangements to look at these locations must be made prior to bidding by contacting Thomas Smith at telephone number 271-1710.
6. All Bidder correspondence and submittal shall be sent to :

State of New Hampshire
Liquor Commission
P. O. Box 503
Concord, NH 03302-503
Attn: Tina Demers

E. NON-COMMITMENT OF THE STATE:

1. The solicitation of bids by this RFP does not commit the State of New Hampshire Liquor Commission to award a contract or to pay costs incurred in the preparation of a bid proposal.
2. The State of New Hampshire Liquor Commission reserves the right to accept, reject any or all proposals received in response to this RFP, or to cancel this RFP entirely if it is in the best interest of the State.
3. The State of New Hampshire Liquor Commission reserves the right to waive any informality in bid proposal content. However, failure to furnish all information requested may disqualify the bid.

EXHIBIT A - PART ONE
SCOPE OF SERVICES (cont'd.)

F. TERMINOLOGY:

1. "Contractor" refers to any individual, partnership or agency which responds, in writing, to this RFP. "State refers to the State of New Hampshire; "NHSLC" refers to the New Hampshire State Liquor Commission.
2. "Contract" is the resulting contract entered into between the NHSLC and the successful Bidder.

G. TERM:

1. The term of the contract shall be effective upon Governor and Executive Council Approval through June 30, 2007. Upon completion of the terms, if the vendor notifies the Liquor Commission by an instrument in writing and both parties here to agree this contract may be amended for an additional Two-year term upon approval of the Governor and Executive Council of the State of New Hampshire.

H. EVALUATION CRITERIA:

1. The Liquor Commission will evaluate the bid proposals received in response to the RFP. The bid proposals must include specific responses for each item.
2. The Liquor Commission will select the bid proposal most advantageous to the State for award; the resulting contract to be executed by the Commission subject to approval by the Attorney General's Office and Governor and Executive Council, as required.
3. Failure of the bidder to provide any information requested by the RFP may result in disqualification of the bid.
4. The criteria to be used in the evaluation of the bid proposals is as follows:
 - a. The ability of the bidder to meet the minimum specified requirements contained in Exhibit A – Part 1.
 - b. The overall costs of the proposal satisfying the requirements contained in Exhibit A.
5. Bids will only be considered from Contractors that have a minimum of three years of successful experience providing inspections and maintenance for fire, closed circuit video, burglar and supervisory alarm systems. The Contractor shall be required to demonstrate that they have successfully completed these type services for clients of the same size and magnitude for a minimum of three years. Failure to demonstrate this experience will be grounds for bid rejection. In addition, the Contractor must have a minimum amount of in-house staff (4) to provide a twenty-four hour, 7-day a week service. Failure of the bidder to demonstrate this capability will be grounds for bid rejection.
6. The Commission will make the decision for selection of a Bidder. Proposals will be evaluated for purpose of award by the New Hampshire Liquor Commission. The selected Bidder will be notified in writing.
7. NHSLC may cancel this RFP, or reject proposals at any time prior to an award.
8. Bid award for the services requested under these specifications will be based upon capacity to perform, capacity of the state to monitor and enforce performance, availability of resources to perform services, and price.
9. The State reserves the right to reject any or all bids or any part thereof as deemed to be in the best interest of the state.
10. Any agreement that may result from this proposal shall not be binding on either party until it has been approved by the New Hampshire Attorney General Office and Governor and Executive Council.

EXHIBIT A - PART ONE
SCOPE OF SERVICES (cont'd.)

I. AWARD:

1. The bid shall be awarded in the following manner:

a. Fire Alarm System Testing and Maintenance

Awarded to the lowest bidder meeting specifications for all eleven (11) locations. The gross bid must be the exact additive total of the bids for all eleven (11) locations, no partial bids will be considered. The State reserves the right to remove one or more locations from the project at the price quoted in the bid with the remaining locations serviced at the individually quoted prices.

b. Burglar Alarm/Access System Maintenance Section A

Awarded to the lowest bidder meeting specifications for all locations, seventy four (74) Napco systems and (1) Westinghouse card access system. The gross bid must be the exact additive total of the bids for all seventy four (74) locations, no partial bids will be considered. The State reserves the right to remove one or more locations from the project at the price quoted in the bid with the remaining locations serviced at the individually quoted prices. **Only Westinghouse certified companies are qualified to bid and provide service for this section.**

c. Twenty Four Hour Monitoring

Awarded to the lowest bidder meeting specifications for all seventy four (74) locations. The gross bid must be the exact additive total of the bids for all seventy four (74) locations, no partial bids will be considered. The State reserves the right to remove one or more locations from the project at the price quoted in the bid with the remaining locations serviced at the individually quoted price.

EXHIBIT A - PART ONE
SCOPE OF SERVICES (cont'd.)

- J. Bidder's Representatives:** The Bidder shall be required to supply the Contracting Officer with the name and telephone number of the Bidder's representative who will be on call incase of emergency twenty-four (24) hours a day.

Name, address, and telephone number of Bidder's agent who is on twenty-four-(24) hour call.

Name: _____

Address: _____

Telephone #: _____

- K. References:** Please list three references and contact persons that your firm has performed similar work for.

1. _____

2. _____

3. _____

EXHIBIT A - PART TWO
LOCATIONS AND INVENTORY

ST	LOCATION	ADDRESS	MOTION	DOOR	PANIC	KEY PAD	SOUNDER	OVER HEAD	GLASS BREAK	FIRE ALARM
1	Concord	80 Storrs St., Ames Plaza Concord, NH 03302	2	2	2	1				1
2	West Chesterfield	913 Gulf Road West Chesterfield, NH 03466	5	3	4	1				
3	Manchester	St. Mary's Plaza, 122 McGregor St Manchester, NH 03102-3746	4	3	5	1				
4	Hooksett	1271 Hooksett Rd, K-Mart Plaza Hooksett, NH 03106	4	1	5	1	1	1		
5	Berlin	IGA Shppng Plaza, 17 Pleasant St Berlin, NH 03570	2	3	1	1				
6	Portsmouth	Pick N Pay, 800 Islington Street Portsmouth, NH 03801	4	4	5	1				
7	Littleton	568 Meadow Street, Globe Shp Ctr, Littleton, NH 03561	4	3	5	1				1
8	Claremont	Claremont Market Place, 345 Washington St, (Rte 103) Claremont, NH 03743	3	2	3	1		1	4	
9	Dover	47 Chestnut Street Dover, NH 03820	5	2	5	1				
10	Manchester	309 Lincoln St Suite 309 Manchester, NH 03103-5749	4	3	4	1				
11	Lebanon	12 Centerra Parkway Lebanon, NH 03766	5	2	4	1	1			
13	Somersworth	5 Somersworth Plaza Somersworth, NH 03878	4	3	4	1				
14	Rochester	Lilac Mall, Route 125 Rochester, NH 03867	4	3	4	1		1		
15	Keene	371 West Street Keene, NH 03431	6	2	3	1		1	3	
16	Woodsville	1 Forest St., Butson's Complex Woodsville, NH 03785	5	2	4	1				
17	Franklin	Franklin Shppng Ctr, 880 Central St. Franklin, NH 03235	4	2	4	1	1			
18	Colebrook	151 Main Street Colebrook, NH 03576	4	3	4	1				
19	Plymouth	RR 4 Box 305, Rt 25 Tenney Mt Hwy Plymouth, NH 03264	3	4	3	1				
20	Derry	Clearbrook Ctr, 11 Manchester Road Derry, NH 03038	4	5	4	1				
21	Peterborough	1 Jaffrey Road, Rte 202 Ste 1 Peterborough, NH 03458	5	3	3	1				

EXHIBIT A - PART TWO
LOCATIONS AND INVENTORY

ST	LOCATION	ADDRESS	MOTION	DOOR	PANIC	KEY PAD	SOUNDER	OVER HEAD	GLASS BREAK	FIRE ALARM
22	Brookline	44A Route 13, Brookline, NH 03033								
23	Conway	234 White Mountain Hwy, Ste 9 Conway, NH 03818	8	6	6	1				1
24	Newport	Sugar Riv Shp Ctr, 52 John Stark Hwy Newport, NH 03773	4	4	4	1	1			
25	Stratham	Kings Hgwy Plaza, Kings Hgwy Stratham, NH 03833	3	3	5	1		1		1
26	Groveton	Northumberland Shp Ctr, PO Box 42 Route 3, Groveton, NH 03582								
27	Nashua	Globe Plaza, 300 Main Street Nashua, NH 03060	7	3	5	1	1	1	1	
29	Whitefield	100 Lancaster Road Whitefield, NH 03598								
30	Milford	Granite Town Plaza, Suite 6 189 Elm Street, Route 101 W Milford, NH 03055	3	3	3	1				
31	Manchester	East Side Plaza, 885 Hanover Street Manchester, NH 03104	3	4	3	1				
33	Manchester	North Side Plaza, 31 Hamel Dr Manchester, NH 03104	4	3	5	1				
34	Salem	417 South Broadway Salem, NH 03079	7	3	3	1		1		1
35	Hillsboro	Hillsboro Shppng Center, PO Box 163 Hillsboro, NH 03244								
36	Jaffrey	Monadnock Plz, 80 Peterborough St. Jaffrey, NH 03452	4	3	3	1				
37	Lancaster	Butson's Marketplace, 199A Main St. Lancaster, NH 03584	4	3	4	1				
38	Portsmouth	Portsmouth Circle, 605 US Interstate By-Pass, Portsmouth, NH 03801	7	8	3	1		1		1
39	Wolfeboro	35 Center Street Wolfeboro Falls, NH 03896	4	4	6	1				
40	Walpole	32 Ames Plaza Lane Walpole, NH 03608	2	4	3	1				
41	Seabrook	Lafayette Blvd, PO Box 236 Seabrook, NH 03874	7	3	3	1				
42	Meredith	71 Route 104, Old Province Common Meredith, NH 03253	3	5	4	1				
43	Farmington	Route 11, Tappan Street Farmington, NH 03835	4	2	4	1				
44	Bristol	20 Lake Street Bristol, NH 03222	3	2	1	1		1		
45	Pittsfield	16 Water Street Pittsfield, NH 03263	4	1	4	1		1		

EXHIBIT A - PART TWO
LOCATIONS AND INVENTORY

ST	LOCATION	ADDRESS	MOTION	DOOR	PANIC	KEY PAD	SOUNDER	OVER HEAD	GLASS BREAK	FIRE ALARM
46	Ashland	46 North Main Street Ashland, NH 03217	2	3	3	1				
47	N Woodstock	No. Woodstock Plz, Box 11 No. Woodstock, NH 03262	4	3	4	1				
48	Hinsdale	Route 119, Box 114 Hinsdale, NH 03451	7	3	3	1		1		
49	Plaistow	9 Plaistow Rd. Shaw's Plaza Plaistow, NH 03865	3	4	3	1				
50	Nashua	So. Gate Shppng Mall, 269 DW Hwy Nashua, NH 03060	4	5	2	1		1		
51	Pelham	Route 38, PO Box 10 Pelham, NH 03076	5	3	3	1				
52	Gorham	159 Main Street, Androscoggin Plaza Gorham, NH 03581								
53	Hudson	Market Basket Shp Ctr, 212 Lowell Rd Hudson, NH 03051	3	2	3	1		1		
54	Glen	Shopade Shopping Center, PO Box 166 Glen, NH 03838	3	3	3	1				
56	Gilford	Airport Plaza, 9 Lake Shore Dr Unit #1, Gilford, NH 03249	3	4	5	1		2		1
57	Ossipee	Indian Mound Shp Ctr, 240 Rte 16B Center Ossipee, NH 03814	4	3	4	1				
58	Goffstown	Shop N Save Plaza, 605 Mast Road Goffstown, NH 03102	4	4	4	1				
59	Merrimack	Shaws Shppng Ctr, 356 DW Highway Merrimack, NH 03054-4131	4	4	5	1				
60	W Lebanon	Powerhouse Plaza, Unit #3 10 Benning Drive 12A West Lebanon, NH 03784	3	3	6	1		1		
61	Fitzwilliam	Route 12 & 119, PO Box 111 Fitzwilliam, NH 03447	4	3	4	1	1			
62	Raymond	Raymond Shp Ctr, Route 27, RFD 2 Raymond, NH 03077	4	3	4	1				
63	Winchester	Suite 1, 30 Warwick Road Winchester, NH 03470-2819	4	3	5	1				
64	New London	New London Shppng Ctr, Route 11, PO Box 464, New London, NH 03257	3	4	5	1				
66	Hooksett	I-93 North, Route 3A, PO Box 16296 Hooksett, NH 03106	6	4	3	1		1		1
67	Hooksett	I-93 South, 25 Springer Road Hooksett, NH 03106	6	4	3	1		1		1
68	N Hampton	Lafayette Road, Village Shppng Ctr North Hampton, NH 03862	4	4	6	1				
69	Nashua	27 Coliseum Avenue Nashua, NH 03063	8	11	6	1				

EXHIBIT A - PART TWO
LOCATIONS AND INVENTORY

ST	LOCATION	ADDRESS	MOTION	DOOR	PANIC	KEY PAD	SOUNDER	OVER HEAD	GLASS BREAK	FIRE ALARM
70	Swanzy	Rte 12, Troy Rd, 37 Monadnock Hwy Wilbur's Market Place Swanzy, NH 03431	4	3	4	1				
71	Lee	54 Calef Highway, Unit #4 Lee, NH 03824	3	3	4	1				
72	Concord	100 Fort Eddy Road Concord, NH 03301	4	3	5	1				
73	Hampton- S	I-95 South, PO Box 1993 Hampton, NH 03843	8	5	3	1		1		1
74	Londonderry	Market Basket Plaza, 34 Nashua Rd. Londonderry, NH 03053	3	3	5	1				
75	Belmont	15 Old State Road, Unit 1 Belmont, NH 03220	5	2	5	1	1			
76	Hampton- N	I-95 North, PO Box 2081 Hampton, NH 03843-2081	14	11	7	2		2		1
77	Rindge	Cheshire Marketplace, Unit 7 360 State Route 202 Rindge, NH 03461	4	4	4	1				
	Concord	Main Office & Warehouse 50 Storrs Street, Concord NH 03301	*	*	*	*	*	*	*	*
	Concord	Enforcement Division 10 Commercial Street, Concord NH 03301	*	*	*	*	*	*	*	*

*** Potential bidders are responsible to view the equipment located at these 2 locations.**

EXHIBIT A - PART TWO
LOCATIONS AND INVENTORY

GENERAL EQUIPMENT LIST

Following is a list of the equipment installed:

<u>Description</u>	<u>Model #</u>
Single pedestrian door contract	GRI-29A
Digital controller panel	Napco Gemini 3200
PIR motion dual event	Mapco C100ste
Overhead door contact	Ademco 958
Hold up buttons	ASP Hub 2
Acoustic glassbreak detector	Ademco ASC25
User specific keypad alphanumeric	Napco Gem-RPICAE2
Door access controller	Keri PXL-250P
Self testing 2-way radio backup	AES 7050E
Self testing cellular backup	Uplink 1500
Smoke detectors	System Sensor 2451th
Bell/strobe units	Wheelock 125182
Trip zones	Panel specific
Rate of rise heat detectors	Chemetron
Fixed heat detectors	Chemetron
Switches (sprinkler)	System sensor or potter
Steam pressure device	Application specific
Digital communicator	Silen Knight 5404 or Napco 1008e

EXHIBIT B
BIDDER'S RESPONSE SHEET

(Billing Not to Exceed Total Bid)

- A. Billing Charges: Disclaimer: The figures below are ESTIMATE ONLY, and will be used to award this bid, and are NOT a guarantee of hours, dollars, materials, or mileage.
1. Billing repair rates are to include personnel and vehicles.
 2. Charges shall consist of actual time at the job sites. An estimate of hours required and a number of staff needed to complete a requested service will be provided to the Liquor Commission by the Vendor at the time the Vendor schedules the work. Also, the Vendor must sign- in with the Store Manager upon start and completion of the work at the specified location.
 3. Mileage allowed shall be portal to portal, or the distance from the previous worksite to the new worksite, whichever is less. The Liquor Commission will pay one (1) way on service calls; mileage and the rate of one (1) man.
 4. The Liquor Commission retains the right to examine Vendor's invoices for the materials used in completing work. A copy of the Vendor's material invoices must be submitted with the billing to verify markup. The Liquor Commission will allow no other expenses incurred.

EXHIBIT B
BIDDER'S RESPONSE SHEET

Billable Charges Breakdown:

YEAR ONE (1)

B. Burglar Service and Repair:

1. Hourly Labor Rates:

- a. Labor: \$_____ Per hour X 150 Hrs (Estimate Only) per year = \$_____
- b. Materials: Percentage of Markup = ____ X \$3,500 (Estimate Only) per year = \$_____
(From Vendor's or Net Trade Cost)
- c. Materials Cost – (Estimate Only) per year: = \$ 3,500.00.
- d. Mileage Charge: \$_____ per mile X 800 miles (Estimate Only) per year = \$_____

2. Non- Service or Tech. calls:

- a. Regular working hours \$_____ per call x 5 call (Estimate Only) per year = \$_____
- b. Overtime hours \$_____ per call x 5 call (Estimate Only) per year = \$_____

TOTAL BURGLAR: (add line B1a – B2b) = \$_____

C. Fire Alarm Service and Repair:

1. Hourly Labor Rates:

- a. Labor: \$_____ Per hour X 150 Hrs (Estimate Only) per year = \$_____
- b. Materials: Percentage of Markup = ____ X \$3,500 (Estimate Only) per year = \$_____
(From Vendor's or Net Trade Cost)
- c. Materials Cost – (Estimate Only) per year: = \$ 3,500.00.
- d. Mileage Charge: \$_____ per mile X 800 miles (Estimate Only) per year = \$_____

2. Non- Service or Tech. calls:

- a. Regular working hours \$_____ per call x 5 call (Estimate Only) per year = \$_____
- b. Overtime hours \$_____ per call x 5 call (Estimate Only) per year = \$_____

TOTAL FIRE: (add line C1a – C2b) = \$_____

EXHIBIT B
BIDDER'S RESPONSE SHEET

YEAR ONE (1) (cont'd.)

D. Closed Circuit Video Service and Repair:

1. Hourly Labor Rates:

a. Labor: \$_____ Per hour X 150 Hrs (Estimate Only) per year = \$_____

b. Materials: Percentage of Markup = _____ X \$3,500 (Estimate Only) per year = \$_____
(From Vendor's or Net Trade Cost)

c. Materials Cost – (Estimate Only) per year: = \$_____ 3,500.00.

d. Mileage Charge: \$_____ per mile X 800 miles (Estimate Only) per year = \$_____

2. Non- Service or Tech. calls:

a. Regular working hours \$_____ per call x 5 call (Estimate Only) per year = \$_____

b. Overtime hours \$ _____ per call x 5 call (Estimate Only) per year = \$_____

TOTAL VIDEO: (add line D1a – D2b) = \$_____

E. Monitoring:

a. Burglar Alarm: (one-year total) = \$_____

b. Fire Alarm: (one-year total) = \$_____

EXHIBIT B
BIDDER'S RESPONSE SHEET

YEAR TWO (2)

F. Burglar Service and Repair:

1. Hourly Labor Rates:

- a. Labor: \$_____ Per hour X 150 Hrs (Estimate Only) per year = \$_____
- b. Materials: Percentage of Markup = ____ X \$3,500 (Estimate Only) per year = \$_____
(From Vendor's or Net Trade Cost)
- c. Materials Cost – (Estimate Only) per year: = \$ 3,500.00
- d. Mileage Charge: \$_____ per mile X 800 miles (Estimate Only) per year = \$_____

2. Non- Service or Tech. calls:

- a. Regular working hours \$_____ per call x 5 call (Estimate Only) per year = \$_____
- b. Overtime hours \$_____ per call x 5 call (Estimate Only) per year = \$_____

TOTAL BURGLAR: (add line F1a – F2b) = \$_____

G. Fire Alarm Service and Repair:

1. Hourly Labor Rates:

- a. Labor: \$_____ Per hour X 150 Hrs (Estimate Only) per year = \$_____
- b. Materials: Percentage of Markup = ____ X \$3,500 (Estimate Only) per year = \$_____
(From Vendor's or Net Trade Cost)
- c. Materials Cost – (Estimate Only) per year: = \$ 3,500.00
- d. Mileage Charge: \$_____ per mile X 800 miles (Estimate Only) per year = \$_____

2. Non- Service or Tech. calls:

- a. Regular working hours \$_____ per call x 5 call (Estimate Only) per year = \$_____
- b. Overtime hours \$_____ per call x 5 call (Estimate Only) per year = \$_____

TOTAL FIRE: (add line G1a – G2b) = \$_____

EXHIBIT B
BIDDER'S RESPONSE SHEET

YEAR TWO (2) (cont'd.)

H. Closed Circuit Video Service and Repair:

1. Hourly Labor Rates:

a. Labor: \$_____ Per hour X 150 Hrs (Estimate Only) per year = \$_____

b. Materials: Percentage of Markup = _____ X \$3,500 (Estimate Only) per year = \$_____
(From Vendor's or Net Trade Cost)

c. Materials Cost – (Estimate Only) per year: = \$_____ 3,500.00

d. Mileage Charge: \$_____ per mile X 800 miles (Estimate Only) per year = \$_____

2. Non- Service or Tech. calls:

a. Regular working hours \$_____ per call x 5 call (Estimate Only) per year = \$_____

b. Overtime hours \$_____ per call x 5 call (Estimate Only) per year = \$_____

TOTAL VIDEO: (add line H1a – H2b) = \$_____

I. Monitoring:

a. Burglar Alarm: (one-year total) = \$_____

b. Fire Alarm: (one-year total) = \$_____

EXHIBIT B
BIDDER'S RESPONSE SHEET

YEAR THREE (3)

J. Burglar Service and Repair:

1. Hourly Labor Rates:

- a. Labor: \$_____ Per hour X 150 Hrs (Estimate Only) per year = \$_____
- b. Materials: Percentage of Markup = ____ X \$3,500 (Estimate Only) per year = \$_____
(From Vendor's or Net Trade Cost)
- c. Materials Cost – (Estimate Only) per year: = \$ 3,500.00
- d. Mileage Charge: \$_____ per mile X 800 miles (Estimate Only) per year = \$_____

2. Non- Service or Tech. calls:

- a. Regular working hours \$_____ per call x 5 call (Estimate Only) per year = \$_____
- b. Overtime hours \$_____ per call x 5 call (Estimate Only) per year = \$_____

TOTAL BURGLAR: (add line J1a – J2b) = \$_____

K. Fire Alarm Service and Repair:

1. Hourly Labor Rates:

- a. Labor: \$_____ Per hour X 150 Hrs (Estimate Only) per year = \$_____
- b. Materials: Percentage of Markup = ____ X \$3,500 (Estimate Only) per year = \$_____
(From Vendor's or Net Trade Cost)
- c. Materials Cost – (Estimate Only) per year: = \$ 3,500.00
- d. Mileage Charge: \$_____ per mile X 800 miles (Estimate Only) per year = \$_____

2. Non- Service or Tech. calls:

- a. Regular working hours \$_____ per call x 5 call (Estimate Only) per year = \$_____
- b. Overtime hours \$_____ per call x 5 call (Estimate Only) per year = \$_____

TOTAL FIRE: (add line K1a – K2b) = \$_____

EXHIBIT B
BIDDER'S RESPONSE SHEET

YEAR THREE (3) (cont'd.)

L. Closed Circuit Video Service and Repair:

1. Hourly Labor Rates:

- a. Labor: \$_____ Per hour X 150 Hrs (Estimate Only) per year = \$_____
- b. Materials: Percentage of Markup = _____ X \$3,500 (Estimate Only) per year = \$_____
(From Vendor's or Net Trade Cost)
- c. Materials Cost – (Estimate Only) per year: = \$_____ 3,500.00.
- d. Mileage Charge: \$_____ per mile X 800 miles (Estimate Only) per year = \$_____

2. Non- Service or Tech. calls:

- a. Regular working hours \$_____ per call x 5 call (Estimate Only) per year = \$_____
- b. Overtime hours \$ _____ per call x 5 call (Estimate Only) per year = \$_____

TOTAL VIDEO: (add line L1a – L2b) = \$_____

M. Monitoring:

- a. Burglar Alarm: (one-year total) = \$_____
- b. Fire Alarm: (one-year total) = \$_____

EXHIBIT B
BIDDER'S RESPONSE SHEET

BUDGET AND METHOD OF PAYMENT

A. Invoicing:

All invoices must include detail of work performed, dates and location of service and prices. Please include one original invoice and one copy. Payment will not be due until thirty (30) days after the invoice has been received at the New Hampshire State Liquor Commission business office.

B. Payment:

Payment may be withheld if work is not performed as described under SCOPE OF SERVICES, and the immediate termination of this contract could occur.

Unless otherwise noted on the proposal, payment will be due thirty (30) days after invoicing. A check will be issued through the State Treasurer and forwarded to the Vendor within fourteen (14) days after processing begins at the agency level. Payments will be for only what has been agreed to in the RFP. The State of New Hampshire Liquor Commission does not pay late charges or interest.

C. Other:

To receive proper payment, all invoicing for services must be sent to the agency's business office at:

New Hampshire State Liquor Commission
P.O. Box 503
Concord, NH 03302-0503

D. Vendor:

Vendor Name: _____

Vendor Address: _____

Mailing _____

Telephone Numbers: _____

Business: _____

Emergency: _____

EXHIBIT C
SPECIAL PROVISIONS

There are no special Provisions

ATTACHMENTS TO BE INCLUDED WITH BID RESPONSE

A. Sample Packet of Documents:

1. Certificate of Insurance: This certificate is obtained from the Bidder's Insurance Company. One Original and two copies should be returned with Bidder's Response Sheet. The amount of insurance should reflect the requested levels of the RFP.
2. Certificate of Authorization/Good Standing: This document may be obtained through the Secretary of State's Office located in the State House, 107 North Main Street, Concord, NH 03301, 603-271-3242. One Original and two copies should be returned with the Bidder's Response Sheet.
3. Certificate of Authority/Existence: This is merely a notarized form on your company's letterhead stating the individual signing the contract is authorized to enter into contracts on behalf of the company. Make sure this form is notarized and that the person that signs this form is not the same person that signs the contract. Standard forms available upon request. One Original and two copies should be returned with the Bidder's Response Sheet.

NOTE: These forms will be REQUIRED during contract signing. We ask that you provide them during the bid submission if possible, or be prepared to furnish them during contract signing.